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ABSTRACT

This booklet contains national apprenticeship standards for use by Automotive Service Councils in the training of future automotive mechanics, body repairmen, painters, and other specialized professional technicians. It begins with a brief presentation of apprenticeship policy. The major contents are provisions of standards on the following: definitions, local apprenticeship and training committee, consultants to the committee, equal employment opportunity in apprenticeship, qualifications for apprenticeship, credit for previous experience, continuity of employment, apprenticeship agreement, probationary period, responsibilities of apprentices, safety, registration, related instruction, examination, apprentice reports and advancements, instructions to the apprentice, apprentice record system, employer participation, employer responsibility, hours of employment, certificate of completion of apprenticeship, adjustment of differences, modification of local programs, sample selection procedures, and sample work processes (automobile mechanic, automobile body repairer, and automobile painter). Finally, there is a brief presentation of federal laws and regulations affecting the employment of apprentices. The appendix includes forms for apprentice monthly report, applicant rating, apprenticeship application, apprentice daily record, apprentice identification card, and apprenticeship agreement; a list of state and territorial apprenticeship agencies and of the regional offices of the Bureau of Apprenticeship and Training; and sample certificates of registration and completion. (EM)

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National Apprenticeship Standards for Automotive Service Councils

CE

U.S. Department of Labor
Employment and Training Administration
1977

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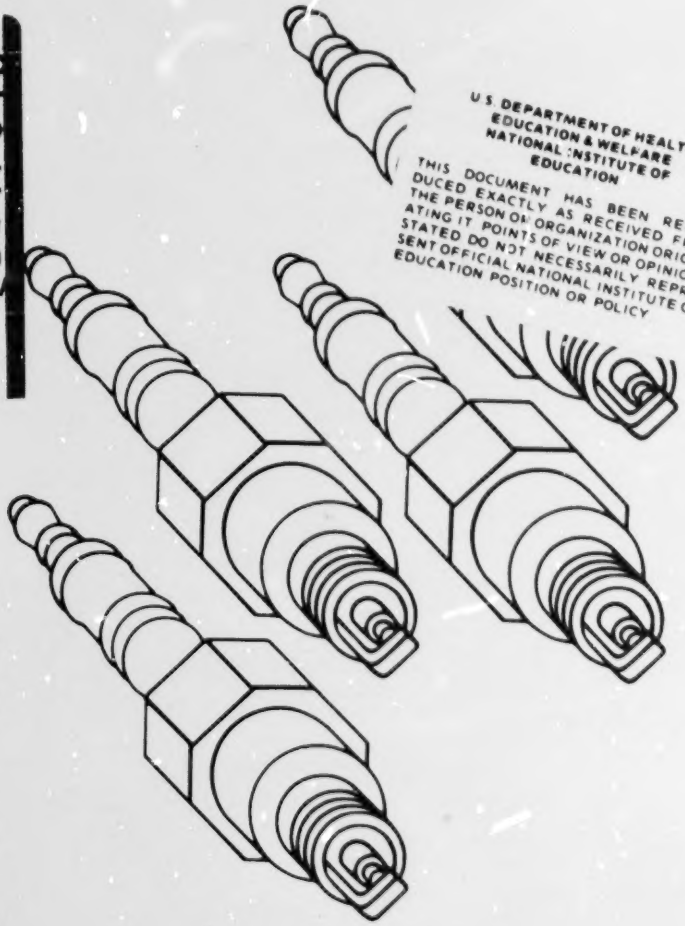

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National Apprenticeship Standards for Automotive Service Councils

U. S. Department of Labor
Ray Marshall, Secretary
Employment and Training Administration
Ernest G. Green
Assistant Secretary for Employment and Training
1977

APPRENTICESHIP POLICY

All apprentices have an obligation to assure their own success by applying themselves diligently in the shop, doing good work, and learning their trade. It is their responsibility to preserve their self-respect and maintain the respect of those with whom they work, their employers, and the customers they serve. They must make every effort to understand the apprenticeship program and abide by all rules and regulations established by the apprenticeship committee.

They are expected to purchase their own textbooks and any other needed items, which will become their personal property, as well as compile a library for their personal use. They must develop a proper sense of values.

Apprentices are to submit all reports required by the apprenticeship committee and meet with the committee when instructed to do so. On their own initiative, they are expected to attend classes and/or complete home study assignments made by the apprenticeship committees or their instructors. Time spent in such study is not considered as hours of work, and they will receive no pay for time so spent unless they are required to perform such study during their regular hours of work.

This obligation is not easy for the apprentice. Too often, it is not made clear. Sometimes it is not given proper consideration by the employer, the journeyman, or the immediate family of the apprentice. It is well for each of us to remember that there are not many things more important in this life than helping young persons learn to make good honest livings for themselves and their families.

The basic training policy of the service shopowner is as follows:

a. To stimulate more interest among shopowners in the selection, employment, and training of all personnel entering the automotive repair industry.
b. To raise the entrance requirements of young people entering the automotive repair industry and to secure and maintain high standards of conduct and workmanship.
c. To encourage the shopowner to accept more of the moral and financial responsibility of industrial training.

d. To establish a permanent means whereby the shop-owner can work harmoniously with present employees, new employees, and governmental and educational institutions in the development of improved programs of training.

e. To do our just part in the maintenance of a competent national work force in the automotive repair industry that will be capable of competing in our free enterprise system and/or meeting any national emergency that may arise.

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REGIONAL OFFICES, BUREAU OF APPRENCESHIP AND TRAINING 29

Automotive
Service
Councils, Inc. 188 Industrial Drive Suite 112 Elmhurst Illinois 60126 (312) 530 2130

January 3, 1977

Bureau of Apprenticeship and Training
U. S. Department of Labor
Washington, D. C. 20210

Gentlemen:

Now more than ever before there is a definite need for sound apprenticeship standards for the training of future automotive mechanics, body repairmen, painters, and other specialized professional technicians.

Our curreat energy crisis and rising standards of pollution control deem it absolutely necessary that any individual charged with the responsibility of servicing or repairing a motor vehicle must be a professional. The individual must have received the best possible training before given the responsibility of preparing a vehicle which will go out onto the streets and become an integral part of our environment. How the car, truck, or bus is serviced will have a great bearing on the outcome of current economic and environmental problems, and more importantly - the safety of the driver and his passengers.

The new National Standards of Apprenticeship for ASC will be distributed to our affiliates. Our membership, which numbers more than 5,000 business operations throughout the United States, will be strongly urged to establish an apprenticeship and training program in their shops.

We hope that by cooperating in this way, we can professionalize the automotive repair industry and improve industry-government relations.

Sincerely,

George W. "Bud" Nerwin III
Executive Vice President

GWN/js

A merger of the Independent Garage Owners of America (IGOA) and the Auto Body Associations of America (ABAA)

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
WASHINGTON, D.C. 20213

January 28, 1977

Mr. George W. Merwin III
Executive Vice President
Automotive Service Councils, Inc.
188 Industrial Drive, Suite 112
Elmhurst, IL 60126

Dear Mr. Merwin:

It is with pleasure that I inform you of the official approval of the revised National Standards of Apprenticeship for your organization. These Standards have been found to be consistent with the basic requirements and equal employment opportunity regulations of the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor.

I know that the local apprenticeship programs established as a result of these national standards, will continue to provide a fundamental base from which to develop quality automotive repairs as fostered by your organization.

The staff of the Bureau of Apprenticeship and Training will continue to advise and assist your organization in the development of apprenticeship programs upon request.

Sincerely,

HUGH C. MURPHY
Administrator
Bureau of Apprenticeship and Training

PROVISIONS OF STANDARDS

1. Definitions

a. *Local committee* shall mean the Automotive Service Councils Apprenticeship and Training Committee (city and State).

b. *Apprenticeship agreement* shall mean a written agreement between the employer and the person employed as an apprentice (or if the apprentice is a minor, the parent or guardian). The agreement shall be approved and signed by the authorized company official or committee and then registered with the registration agency.

c. *Apprentice* shall mean any person who has signed an agreement to learn a trade covered in these standards.

d. *Employer* shall mean any firm or establishment agreeing to employ apprentices under a program of apprenticeship established in accordance with these standards.

e. *Standards* shall mean this entire document.

f. *Supervisor of apprentices* shall mean the individual (owner, supervisor, or journeyman) selected by the employer to supervise and direct the training of apprentices on the job.

g. *Registration agency* shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship council[1] recognized by, and conforming to, the standards established by the Bureau of Apprenticeship and Training.

[1]Local application of these standards in States having recognized State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

2. Local Apprenticeship and Training Committee

The committee shall be composed of five members who shall be appointed by the president of the local unit of the Automotive Service Councils, (ASC) Inc. If the ASC unit has a bargaining agreement with a local union, the committee shall include equal representation of the union.

A quorum of three members must be present to carry on the business of the committee. Meetings of the committee shall be held periodically at a time and place designated by the local committee.

This committee shall administer the apprenticeship system in accordance with these standards, and its decision in matters of apprenticeship shall be final. Special attention is called to the specific duties of the committee. They are:

a. To interview, select, and indenture all apprentices.
b. To suspend or cancel agreements when necessary.
c. To maintain adequate apprenticeship records.
d. To arrange for all-round experience.
e. To provide for adequate related study.
f. To select instructors for classes.
g. To prepare annual training budget estimates and recommend means of providing adequate finances.
h. To make proper financial accounting of all training funds.
i. To evaluate the training facilities of employers desiring apprentices.
j. To arrange for proper presentation of certificates of completion.
k. To be responsible for proper representation of various apprenticeship functions.
l. To promote good public relations.
m. To plan, recommend, and encourage appropriate training for journeymen.

3. Consultants to the Committee

The following may be requested to designate a representative to serve as consultant to the committee:

a. The Bureau of Apprenticeship and Training, U.S. Department of Labor.
b. The local public school authorities responsible for trade and industrial education.

c. The local branch of the State employment service.
d. The State apprenticeship council (where such recognized State agency exists).

Consultants may be asked to participate, without vote in conferences on special problems related to apprenticeships that affect the agency or organization they represent.

4. Equal Employment Opportunity in Apprenticeship

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. Local program sponsors will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended April 8, 1971.

5. Qualifications for Apprenticeship

To be eligible for apprenticeship, applicants must be not less than 18 years of age and not over 30 years of age and physically fit for the work of the trade as evidenced by a doctor's certificate. The expense of the physical examination shall be borne by the employer.

Any exceptions must be specific, clearly stated in the local program, and apply equally to all applicants. Exceptions to the maximum age limit (30 years) may be granted for honorably discharged veterans or applicants who have had previous work experience at the trade or to meet minority employment goals and timetables.

Additional qualifications, such as those relating to education and aptitude testing, may be established. However, such qualifications must also be specific, related to job performance, and clearly stated in the local program.

In addition to the equal opportunity pledge (stated in item 4), each local program sponsor employing five or more apprentices will be required to adopt both an affirmative action plan and apprentice selection procedures (see item 24). If a written analysis indicates underutilization of minority members, the affirmative action plan shall include goals and timetables for the selection and employment of minorities. A

local program sponsor employing fewer than five apprentices will be required only to include the equal opportunity pledge in the program.

6. Credit for Previous Experience

Applicants accepted for apprenticeship who have been employed in the trade as apprentices, or in some other capacity, shall be granted advanced standing as apprentices, commensurate with their past experience, after their records have been checked and evaluated by the committee. The committee also shall require these applicants to take an examination that will cover practical experience and related instruction subjects.

Apprentices admitted to advanced standing shall be paid upon entrance the wage rate of the period in which they are placed.

An apprentice claiming previous experience at the trade shall be required to furnish the committee substantial evidence of such employment, including:

a. A letter from the firm(s) (on the firm(s) letterhead) where they were employed stating the dates of employment and type of work performed.
b. A record of previous related instruction subjects and work experience at the trade.

7. Continuity of Employment

Apprentices (including those accepted with previous experience) shall be given continuous employment insofar as possible. In the event of reduction in force, all furloughed apprentices will be given the opportunity to return to their apprenticeship before new apprentices are hired.

8. Apprenticeship Agreement [2]

Each apprentice (and if a minor, the parent or guardian) and the employer shall sign an apprenticeship agreement. The

[2]Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the forms may be obtained from the staff of the State apprenticeship agency or the Bureau of Apprenticeship and Training.

agreement shall be approved by the committee and registered with the registration agency. Copies of the apprenticeship agreement will be sent to the apprentice, the committee, and the registration agency and retained by them.

Each apprenticeship agreement shall contain a statement covering the terms and conditions of employment and training, a description of the trade to be learned, a schedule of the work processes and wage rates, and a requirement that the appentice shall attend related theoretical instruction for the time required by the trade being learned. This agreement shall make the local program a part of it.

Each apprenticeship agreement shall contain a clause stating that there shall be no liability on the part of the employer or agent for any injury sustained by apprentices engaged in related instruction at a time when their employment has been temporarily or permanently terminated.

Employers will make every effort to provide reasonably continuous employment for apprentices.

9. Probationary Period

All apprentices shall serve a probationary period of not less than 500 hours of reasonably continuous employment. During the probationary period, the apprenticeship agreement may be canceled or terminated by the committee, or the committee may terminate the apprenticeship agreement upon the written recommendation of the employer or the apprentice, without the formality of a hearing.

After the probationary period, an apprenticeship agreement shall not be terminated without the opportunity for a hearing by the committee. The employer and the apprentice shall be notified in writing and asked to appear at the hearing of the committee.

The registration agency shall be advised by the committee of all terminations, suspensions, and completions.

10. Responsibilities of Apprentices

The committee shall impress upon apprentices that, in signing the apprenticeship agreement, they voluntarily agree to abide by the provisions of the apprenticeship program and

assume the following responsibilities and obligations imposed upon them by the apprenticeship program:

a. To perform diligently and faithfully the work of the trade and duties assigned by the employer, supervisor, or journeyman in accordance with the provisions of the local program.
b. To respect the property of the customer, employer, journeyman, and others and to abide by the working rules and regulations of the employer and the committee.
c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade.
d. To maintain records of work experience and related instruction as may be required by the committee.
e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
f. To work for the person to whom assigned.
g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time. money, and effort are being spent in affording them an opportunity to become competent journeymen.
h. To be neat in appearance at all times.
i. To furnish the required hand tools necessary to perform the work of an apprentice.
j. To purchase their own textbooks or any other items which will become their own personal property.

11. Safety

The apprentice shall be instructed in safe and healthful work practices and the employer snall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 910596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

12. Registration

All local apprenticeship programs developed must have the official approval of the employer (and the union where

applicable) and be registered with the appropriate registration agency. These national standards of apprenticeship may be used as a guide. The name, address, social security number, veteran or nonveteran status of all apprentices, and all apprentice cancellations, terminations, suspensions, and completions shall be reported to the appropriate registration agency.

13. Related Instruction

a. Apprentices shall enroll in and attend related theoretical instruction classes for not fewer than the number of hours stipulated for the trade they are learning. A minimum of 144 hours of related instruction each year of the apprenticeship is normally considered necessary.
b. It is recommended that related instruction be limited to apprentices who have executed an apprenticeship agreement and are actually employed as indentured apprentices in the trade.
c. Apprentices shall be expected to exercise the same diligence in their related instruction as they do in their work on the job. The determination by the committee of an apprentice's progress and fitness for the trade shall be based, in part, on the proficiency shown in the subjects covered in the related instruction courses as well as the performance on the job.
d. In cases of failure on the part of apprentices to fulfill their obligations with respect to related instruction attendance or deportment, the committee may withhold their periodic wage advancements, suspend their employment, or terminate their apprenticeships.
e. Time spent in related instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent[3] unless related study is required during regular hours of work.
f. All excuses for having missed related instruction classes shall be made to the committee in writing.
g. The employer agrees to abide by the decision of the committee when requesting that an apprentice be laid off or that an apprentice's pay raise be withheld.

[3]In Wisconsin, State law provides that the employer shall pay the apprentice at the regular hourly rate for the time spent receiving related instruction. It also provides that, if the apprenticeship is for a longer period than 2 years, the total amount of instruction shall not be less than 400 hours.

h. The apprentice will be required to attend additional specialized related instruction classes or supplemental training as may be specified by the committee.

14. Examination

Before each 1,000-hour period of advancement or at any time that is determined by the committee, apprentices will be required to appear before the committee with work progress records. The examination will cover the work of apprentices on the job and in related instruction subjects. If apprentices fail to show in the examination that they are qualified for advancement, they may be required to repeat a specified process or a series of processes; and if they show that they do not have the ability to become competent craft workers, their apprenticeship agreements may be terminated.

15. Apprentice Reports and Advancements

Each apprentice shall submit a monthly report of work experience to:

a. The supervisor of apprentices, who shall certify the correctness of the report and evaluate the apprentice's work as being excellent, good, fair, or poor. (See the sample report form on page 23 .)
b. The instructor, who shall record the apprentice's grade for the period, the number of classes missed, and any appropriate remarks. (Where formal classes are not provided, home study assignments from reliable textbooks should be made by the committee. The apprentice should report the number of hours spent in such study, make appropriate remarks, and be subject to written reports and written or oral examinations.)
c. The committee, as requested. (Some committees require that the reports be submitted each month, while others require the apprentice to submit six completed monthly work reports when requesting periodic advancement.)

16. Instructions to the Apprentice

Daily recordings of work experience are to be made by the apprentice in accordance with jobs assigned. If, for example, on the 16th day of the month an automobile mechanic apprentice was assigned and did work on brakes for 2 hours, transmissions for 5 hours, and rear axle assembly for 1 hour, it would be recorded on line 16 of the *Apprentice Daily Record* form — 2 under B, 5 under D, and 1 under E. (Proper identification of items B, D, and E is given in Sample Work Processes (see item 25) under Automotive Mechanic.)

The same method of recording can be used by the automobile body repairer apprentice, the automobile painter apprentice, and apprentices in other trades that may be added to these standards.

Each apprentice should complete every item required on the *Apprentice Monthly Report* form neatly, accurately, and orderly, except for those spaces reserved for the supervisor or employer and the instructor of apprentices, if formal classes are provided. It is also important that each apprentice know that this is the official permanent record.

17. Apprentice Record System

Each apprentice committee should purchase a metal file cabinet for keeping its apprentices' monthly reports. Index cards should also be purchased on which the name of each apprentice will appear. As cards are submitted to the committee, they can be permanently and properly filed. In this manner, they will be readily available whenever a complete review of the record is necessary and can easily be forwarded if an apprentice moves to another community. (The cards can be ordered from the National Office of the Automotive Service Councils, Inc. No committee should function without a proper apprentice record system.)

18. Employer Participation

Local programs of apprenticeship established by a unit of the Automotive Service Councils (ASC), Inc., will entitle its membership to participate in the training of apprentices under

the program provided the establishment can meet the minimum requirements established herein.

a. An employer who is not a member of the ASC but desires to participate in a local apprenticeship program shall address a letter to the committee requesting its approval and expressing a desire to carry out the intent and purpose of the local apprenticeship program.
b. An employer who is not a member of and does not contribute to the ASC shall pay the same pro rata share of training costs as other employers participating in the local apprenticeship program.

19. Employer Responsibility

a. Each employer shall designate a journeyman or supervisor to act as the supervisor of apprentices on the job and be responsible for seeing that every apprentice has executed an apprenticeship agreement.
b. The supervisor of apprentices shall make certain that apprentices are being given the variety of work experience on the job required to make them skilled in all aspects of their trade.
c. The employer or designated supervisor shall see that the apprentices attend related instruction classes for a minimum of 144 hours per year, or as otherwise established by the local committee.
d. The employer or designated supervisor shall notify the committee when apprentices are deficient in their work, interests, and attitudes.
e. The employer may be required to appear before the committee at intervals to keep the committee informed as to an apprentice's progress, conduct, interest, and attitude.
f. The employer will be required to carry out the intent and purpose of the local apprenticeship program.
g. The committee may reject the request for an apprentice from an employer who the committee finds is not complying with the apprenticeship program or paying into the training fund where established.

20. Hours of Employment

The workday and workweek for apprentices shall be the same as that for journeymen and shall be subject to the same conditions. In no case shall overtime or out-of-town work that will interfere with related instruction be permitted. The apprentice shall work under the immediate supervision of the employer, supervisor, journeyman, or designated supervisor of apprentices at all times. At no time shall an apprentice be permitted to work overtime without being under the immediate supervision of a journeyman.

21. Certificate of Completion of Apprenticeship

Certificates of completion of apprenticeship shall be secured from the appropriate registration agency for presentation to apprentices who satisfactorily complete all the requirements of the local apprenticeship program.

22. Adjustment of Differences

The employer and the apprentice shall have the right of appeal to the local apprenticeship committee in the event of disputes or controversies arising over any provision of the apprenticeship program that cannot be satisfactorily settled by them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

23. Modification of Local Programs

Local programs may be modified at any time by the apprenticeship and training committee, but no modifications or changes shall affect apprenticeship agreements in effect without the consent of the apprentice. All amendments to the local program shall be registered with the appropriate registration agency.

24. Sample Selection Procedures

a. Information regarding apprenticeship opportunities shall be publicly disseminated. As a minimum, local

State employment service offices and local schools shall be utilized to effect this dissemination.

b. As apprentice openings occur, responding candidates who meet the minimum qualifications shall be recorded and referred to the local employment service office for aptitude testing.

c. Applicants achieving passing scores on the aptitude tests shall be interviewed by the employer. The interview shall encompass educational background, attitude toward work and apprenticeship, sense of responsibility, and other factors.

d. Qualified applicants shall be rated on the basis of their interviews. The highest rated applicant shall be selected for the opening.

e. Records of the selection process shall be kept for 5 years (see page 24).

25. Sample Work Processes

The following recommendations are designed as guides and should be followed as closely as *conditions* permit.

Automobile Mechanic
(4-year apprenticeship)

	Approximate hours
1. Recommended work-experience schedule	
A. Shop routine (new vehicle service, body service, installing accessories, and keeping shop clean and orderly)	500
B. Brakes (adjusting, relining, and repairing hydraulic systems, power-operated, air, and vacuum brakes)	500
C. Chassis (frames, steering units, front suspensions systems, shock absorbers, spring)	750
D. Clutches and transmissions (standard) and automatic transmissions, overdrives and shift controls, power takeoff)	1,250

E. Rear axle assembly (differential, universal joints, drive lines, rear axle) 750

F. Power plants (valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning) 1,500

G. Electric system (wire and light system alternator, generator and regulator, starting motors, windshield wipers, etc., instruments and gages, ignition and battery, transmission controls) 1,000

H. Motor analyzing (carburetors, fuel systems, distributors, etc., trouble-shooting, fuel injectors, tuneup) 1,000

I. Exhaust emission controls (exhaust analyzers, catalytic converters, controls, pumps) 300

J. Miscellaneous (exhaust systems, welding, auxiliary devices, etc., shop operations, service, selling, and supervision review) 450

Total 8,000

2. Recommended apprenticeship wage schedule

First 6 months
(1,000 hours) ..... 55 percent of journeyman's scale
Second 6 months
(1,000 hours) ..... 60 percent of journeyman's scale
Third 6 months
(1,000 hours) ..... 65 percent of journeyman's scale
Fourth 6 months
(1,000 hours) ..... 70 percent of journeyman's scale
Fifth 6 months
(1,000 hours) ..... 75 percent of journeyman's scale
Sixth 6 months
(1,000 hours) ..... 80 percent of journeyman's scale

Seventh 6 months
(1,000 hours) ..... 85 percent of journeyman's scale
Eighth 6 months
(1,000 hours) ..... 90 percent of journeyman's scale
Average percentage 72.5

3. Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the following ratios of apprentices to journeymen be observed:

1 to 3 journeymen ..... 1 apprentice
4 to 6 journeymen ..... 2 apprentices
7 to 9 journeymen ..... 3 apprentices
(For larger shops, a continuation of these ratios is suggested.)

Automobile Body Repairer
(4-year apprenticeship)

Approximate hours

1. Recommended work-experience schedule

   A. Shop routine 500

      Objective: To learn the basic procedures and routine used in the day-to-day operation of an auto body repair shop.

      Content: Using and maintaining typical shop tools and equipment; shop safety practices; and exposure to basic mechanical concepts and procedures.

   B. Basic metal work 1,500

      Objective: To develop skills in assembling, straightening, and aligning various body components of a passenger car, and to fully understand the strains and stresses of damaged body panels.

      Content: Disassembling, assembling, and aligning; roughing small dents with a hammer and dolly; dinging small dents with a pick and file; metal shrinking; welding and brazing; soldering; plastic filling; and repairing large dents using all of the above procedures.

   C. Advanced metal work 1,500

      Objective: To perform metal work on a more responsible level in hinge adjustments; door, trunk lid, and hood openings; handling obstructions in the process of metal working, including trim, door handles, locks, and window regulators.

      Content: Repairing door panels, rocker panels, quarter panels, trunk lids, and hoods; installing doors, trunk lids, and hoods; and transfering all necessary parts.

D. Refinishing 1,000

Objective: To appreciate the importance of a quality metal finish for a quality paint application and its endurance; to prepare a surface of any panel using all normal shop equipment, including spray guns, filters, compressors, and other such equipment; and to perform spot-refinishing.

Content: Compounding, polishing, and waxing automotive finishes; feather-edging metal finished areas; properly using masking tape; applying primer-surfacer, glazing putty, and sanding these materials; refinishing body panels with enamel-type paint; tow-phase painting (color and clear); refinishing nonsteel body panels, including polyurethane, aluminum, and fiberglass.

E. Basic auto body rebuilding 1,500

Objective: To finalize all phases of auto body damage repair and installation skills.

Content: Repairing top cowl panels, cowl posts, and firewalls; repairing body and trunk floors and seats; repairing turret tops, including rear glass and windshield openings; installing quarter panels, door panels, and rocker panels.

F. Major auto body rebuilding 2,000

Objective: To develop complete and well-rounded skills in total auto body repair and frame alinement.

Content: Repairing frame horns; repairing frames from under rear seat to rear cross member on unibody structures and conventional frames; repairing frame from cowl forward to frame horns; repairing bumpers and mounting structures; transfering and being responsible for major component and subassemblies, such as suspensions, engines, and related parts; drive train; rear

axle; and braking, air-conditioning, and cooling systems.

Total 8,000

2. Recommended apprentice wage schedule

First 6 months
(1,000 hours) ..... 55 percent of journeyman's scale
Second 6 months
(1,000 hours) ..... 60 percent of journeyman's scale
Third 6 months
(1,000 hours) ..... 65 percent of journeyman's scale
Fourth 6 months
(1,000 hours) ..... 70 percent of journeyman's scale
Fifth 6 months
(1,000 hours) ..... 75 percent of journeyman's scale
Sixth 6 months
(1,000 hours) ..... 80 percent of journeyman's scale
Seventh 6 months
(1,000 hours) ..... 85 percent of journeyman's scale
Eighth 6 months
(1,000 hours) ..... 90 percent of journeyman's scale
Average percentage 72.5

3. Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the following ratios of apprentices to journeymen be observed:

1 to 3 journeymen ..... 1 apprentice
4 to 6 journeymen ..... 2 apprentices
7 to 9 journeymen ..... 3 apprentices
(For larger shops, a continuation of these ratios is suggested.)

Automobile Painter

(3-year apprenticeship)

		Approximate hours
1.	Recommended work-experience schedule	
	A. Miscellaneous	400
	B. Cleaning equipment and metal surfaces to be painted	600
	C. Rough sanding of repair or rust spots	500
	D. Masking around panels to be painted	500
	E. Removing Paint	500
	F. Sanding intermediate coats	500
	G. Rubbing and polishing finished coat	500
	H. Adjusting spray gun and spraying intermediate coats	800
	I. Adjusting spray gun and spraying finished coat	400
	J. Brush touchuping	300
	K. Spot or patch repairing and mixing paints	1,000
	Total	6,000

2. Recommended apprentice wage schedule

First 6 months (1,000 hours)	55 percent of journeyman's scale
Second 6 months (1,000 hours)	60 percent of journeyman's scale
Third 6 months (1,000 hours)	65 percent of journeyman's scale
Fourth 6 months (1,000 hours)	70 percent of journeyman's scale
Fifth 6 months (1,000 hours)	80 percent of journeyman's scale
Sixth 6 months (1,000 hours)	90 percent of journeyman's scale
Average percentage	70

3. Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is

recommended that the following ratios of apprentices to journeymen be observed:

1 to 3 journeymen ..... 1 apprentice
4 to 6 journeymen ..... 2 apprentices
7 to 9 journeymen ..... 3 apprentices
(For larger shops, a continuation of these ratios is suggested.)

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

1. Wage and Hour Regulations [ruling concerning payment for time spent by apprentices in related instruction]

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the (employee's) regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

2. Veterans Readjustment Legislation [Public Law 90-77, 90th Congress]

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans approving agency.

Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments.

Signed and dated this 3rd day of January 1977, at Elmhurst, Illinois for the AUTOMOTIVE SERVICE COUNCILS, INC.

George W. Merwin III
Executive Vice President

Registered as incorporating the basic standards recommended by the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor.

HUGH C. MURPHY
Administrator

84165	1-19-77
Registration Number	Date

APPENDIX

APPRENTICE MONTHLY REPORT

_____ _____
(Full name of apprentice)

_____ _____ 19
(Name of trade) (Month)

Number of months at trade _____ Hourly wage rate _____ Total wages received _____

_____
(Signature of apprentice)

Apprentice Progress:

Excellent _____ Good _____ Fair _____ Poor _____
(Supervisor or employer must check one)

_____
(Signature of supervisor or employer)

RELATED INSTRUCTION

Number of hours of home study _____ Number of classes missed _____

Remarks: _____

_____

_____

_____

_____
(Signature of instructor)

We, the undersigned, certify that this apprentice's monthly report is true and correct.

_____ _____

_____

AUTOMOTIVE SERVICE COUNCILS, INC.
APPLICANT RATING FORM

Name _____ Social security No. _____ Area code and phone No. _____

Street _____

City, State, Zip Code _____

Instructions: Evaluate qualified applicants on each of the characteristics listed, using the following point system:

Excellent	3 Points
Above average	2 Points
Average	1 Point
Below average	0 Points
Maximum	24 Points

Education

(1) High school record shows interest and achievement in subjects pertinent to the trade ..... ____

(2) Successfully completed courses or instructions (other than high school) which will be helpful in the trade ..... ____

Experience

(1) Miscellaneous part- or full-time jobs *not related* to the trade ..... ____

(2) Miscellaneous part- or full-time jobs in or *related* to the trade ..... ____

Interview

(1) Sincere interest in learning the trade ..... ____

(2) Attitude toward hard work and desire to learn ..... ____

(3) Attitude toward attending classes ..... ____

(4) Personal characteristics ..... ____

Total ..... ____

AUTOMOTIVE SERVICE COUNCILS, INC.
APPLICATION FOR APPRENTICESHIP

Name _____ Social security No. _____ Area code and phone No. _____

City, State, zip code _____

Street _____

Date of birth _____ Married ___ Single ___ No. of dependents _____

High school graduate _____ Yes _____ No _____

Where _____ Year ____

Other schools attended _____
_____
_____
_____

Name, address (including Zip code), and phone number of present or last employer _____
_____
_____

If you have had previous experience in the trade, please state where and give date(s) _____
_____
_____
_____
_____

If I am accepted for apprenticeship and receive employment, I understand that my employment and responsibilities will be in compliance with the apprenticeship program formulated by the apprenticeship committee, which is registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or the recognized State apprenticeship agency. I further understand that I must work diligently to learn my trade, attend classes and/or complete home study assignments with creditable ratings, and submit reports as the apprenticeship committee directs. I further understand that my continued success in the automotive repair industry is dependent upon the reputation I build for myself.

_____
(Signature of applicant)

APPRENTICE DAILY RECORD																		
Days	Hours worked on each class of work																	Total hours
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
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25																		
26																		
27																		
28																		
29																		
30																		
31																		
Total																		

Automotive Service Councils, Inc.
APPRENTICE IDENTIFICATION CARD

_____
(Trade)

_____
(Name of apprentice)

Social security No. _____

Apprentice classification _____ Period _____

From _____ to _____

Hourly wage rate $ _____ Age _____

Issued by _____

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned agencies.

Privacy Act of 1974 - P.L. 93-579

THIS AGREEMENT, entered into this *(date)* ..... day of ..... 19 .....

between the parties to *(Name of local apprenticeship standards)* .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ..... born *(Month, Day, Year)* .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) *(Name of parent or guardian)* ..... hereinafter referred to as the GUARDIAN.

WITNESSETH THAT

The Committee agrees to be responsible for the selection, placement, and training of said apprentice in the trade of .....

as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE *(Month, Day, Year)*

TRAINING DATA

APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT (By previous trade experience)	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX (Check one) ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one)
- ☐ Caucasian/White
- ☐ Negro/Black
- ☐ Oriental
- ☐ American Indian
- ☐ Spanish American
- ☐ Information Not Available
- ☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one)
- ☐ 8th grade or less
- ☐ 9th grade or more
- ☐ 12th grade or more

GPO 913-884

ETA 9-111
Jan. 1978

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30, and in accordance with the terms and conditions of the

(Name of Apprenticeship Standards)

which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties citing cause(s), with notification to the Registration Agency.

NAME OF APPRENTICE (Type or Print)

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS (Company)

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY (Name of Registration Agency)

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term remaining	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH (Month, Day, Year) ►

SEX (Check one) ► ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one) ►
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one) ►
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE OF AUTHORIZED OFFICIAL | DATE (Mo., Day, Yr.)

GPO (comm.)

ETA 6-718
Jan. 1976

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
State Centennial Building
1313 Sherman Street, Room 423
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industrial Relations
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
605 G Street, NW
10th Floor
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division[1]
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Building
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street, Room 1108
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Building
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Building, 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Complex
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
Suite 212
2340 Menaul NE
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Building No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43216

Apprenticeship and Training Division
State Office Building, Room 446
1400 SW. Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
#28 East 2100 South, Suite 104
Salt Lake City, Utah 84115

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Building
Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

[1]All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Griffin and Young Streets, Room 858 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII New Custom House, Room 476 721-19th Street Denver, Colo. 80294	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Federal Office Bldg., Room 8014 909 First Avenue Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program in accordance with the standards recommended by the

Federal Committee on Apprenticeship

_____ _____

_____ _____

_____ _____

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1937 The National Apprenticeship Program 40th Year 1977

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the Federal Committee on Apprenticeship

_____ _____

_____ _____

_____ _____

Date Completed _____ _____

3242

* U. S. GOVERNMENT PRINTING OFFICE : 1977 O - 241-016 (48)